



Dane County Department of Highway and Transportation  
2302 Fish Hatchery Road ♦ Madison, Wisconsin 53713-2495

Phone: (608) 266-4261 ♦ FAX: (608) 266-4269

**PERMIT APPLICATION**

For

**Special Use of County Trunk Highways**

(Limited to Dane County Highways Only)

**\* PERMIT APPLICATION CHECKLIST \***

**Submit the following materials when applying for a permit:**

*Note: Items 1, 2, and 3 are included in this packet.*

1. **Completed Permit Application including Signed Indemnification / Hold Harmless**
2. **Completed Event Route Information Page** 
  - Dane County must be notified of any route changes made after submission or approval of application
3. **Signed “Requirements for Permit to Use County Trunk Highway” Page**
4. **Detailed Map of the Event Route**
5. **Certificate of Insurance naming Dane County as additional insured** 
  - See item number 3 on the Requirements page for complete details.
6. **Submit application to our office via e-mail to [eslick.kevin@danecounty.gov](mailto:eslick.kevin@danecounty.gov), U.S. Mail to the above address or fax to (608) 266-4269** 
  - Applications must be submitted at least 30 days prior to your scheduled event
  - **Only complete applications containing all required information shall be considered**

**Other items to note:**

- Dane County does not authorize the use of any Municipal, Town, or State roads for this event. Event officials must coordinate all local road use with the affected municipalities and must contact the Wisconsin Department of Transportation to request permission to use any State Highways.
- No Markings of any kind are allowed on Dane County Trunk Highways.

***This permit is required and shall be issued in accordance with the provisions of Chapter 79 of the Dane County Code of Ordinances.***

# PERMIT APPLICATION FOR SPECIAL USE OF DANE COUNTY TRUNK HIGHWAYS

## EVENT DETAILS

<b>Event Name</b>	<b>Event Sponsor</b>	<b>Event Website Address</b>
<b>Event Date</b>	<b>Number of Participants</b>	<b>Type of Start</b> Staggered <input type="checkbox"/> Mass <input type="checkbox"/>
<b>Event Type</b> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Run <input type="checkbox"/> Walk <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Other (describe):		
<b>Total Time of Event from Setup to Teardown</b>		<b>Actual Time Participants will be on the Road</b>
Start Time      A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	End Time      A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	Start Time      A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> End time      A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>

## CONTACT INFORMATION

<b>Contact Person</b>	<b>Day Phone</b>	<b>Evening Phone</b>	<b>Fax</b>
<b>Mailing Address</b>	<b>City, State, Zip</b>		<b>E-Mail Address</b>

## LOGISTICAL DETAILS

**Type of Support Provided by Event Sponsor (Check all that Apply)**  
 Traffic Control       Support Vehicles       Medical       Other (describe):

Do you feel you need law enforcement traffic control?      Yes     No

If yes, would you like to be contacted by the Dane County Sheriff's Office about hiring off-duty law enforcement officers to perform traffic control?      Yes     No

## INDEMNIFICATION / HOLD HARMLESS

I/We, \_\_\_\_\_, sponsor(s) and/or co-sponsors  
(name/organization)

of \_\_\_\_\_,  
(name of event)

shall indemnify, hold harmless, and defend Dane County, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, which arise from or out of the above specified event.

Each party warrants for itself that it has complied with all necessary requirements to execute this Agreement and that the person(s) executing this Agreement on the event sponsor's behalf is authorized to do so.

Signature of Responsible officer, event sponsor/co-sponsor	Date
Signature of Responsible officer, event sponsor/co-sponsor	Date

**Event Route Information is to be completed on the next page.**

**EVENT ROUTE (required information)** Event Name: \_\_\_\_\_

In this section list all County Trunk Highways (CTH), the beginning and ending location of each continuous section and each Town, Village or City contained in the continuous section. For the municipalities use the following designations T=Town, V=Village, C=City. (see example below)

**ROUTE INFORMATION EXAMPLE**

CTH:	KP	Begin:	USH 14	End:	USH 78
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Municipalities: T/V Cross Plains, T/V Black Earth, T Berry

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

Additional roads should be listed in this format on a separate sheet of paper.  
**A Map of the Event Route must accompany this application**

**PLEASE NOTE:** Event officials must coordinate all local road use with the affected municipalities. Dane County does not authorize the use of Municipal roads.

**REQUIREMENTS FOR PERMIT TO USE COUNTY TRUNK HIGHWAYS**

*All of the following requirements must be complied with for consideration of a permit.*

1. It is necessary that we receive permit requests for use of a County Trunk Highway at least one month in advance of the scheduled event. It is possible that a permit may not be issued for an untimely event permit request.
2. No printed materials should be distributed to the public on intended event routes prior to obtaining permission from all affected governmental units and law enforcement agencies for the use of their roads, streets, or highways for the event(s). There are certain roads and highways which we and other agencies will not allow to be used or crossed for such events, and this may affect planned routes that have been prematurely released to the public (NOTE: the Wisconsin Department of Transportation does not issue permits to use or cross any highway in the State Highway System for these types of events).
3. The event sponsor must be covered by adequate liability insurance for this type of event, and must provide this Department with a proper certificate of insurance **AT THE TIME AN EVENT PERMIT IS REQUESTED**. The certificate should be sent along with the permit request to the address shown on the reverse, and should indicate the following:
  - a) Dane County, 210 Martin Luther King Jr. Blvd., Madison, WI 53703, shall be added as an additional insured for the event.
  - b) Participants, volunteers, organization employees and spectators must be covered for the minimum amounts of \$1,000,000 for bodily injury AND \$1,000,000 for property damage, not in the aggregate.
4. A standard "INDEMNIFICATION/HOLD HARMLESS" disclaimer clause must be signed by a responsible officer of the event sponsor relieving Dane County from any and all liability that could arise as a result of the event. The disclaimer is located on page 1 of this permit application and must be signed by a responsible officer of the event sponsor along with the permit request.
5. It is the event sponsor's responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used. Failure to obtain such permission could result in the County not issuing a permit for the currently scheduled event, or future events on its highways.
6. The event sponsor is also responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards should be corrected or participants protected by securely closing off those particular hazardous areas to participants. Sponsor shall insure that all participants stay within permitted areas.
7. The event sponsor must also notify the local municipal unit EMS agency in advance so they are aware of the date and time of the event, type of event, and the number of participants. For larger and more strenuous events, it is strongly advised that the event sponsor schedule EMS personnel and equipment to be present at the event. If significant traffic restrictions and/or road closures are required for the event, the event sponsor should also contact the nearest 911 center so emergency police, fire, and EMS units are aware of traffic restrictions in the area as they respond to any emergency calls.
8. Normal "rules of the road" must be followed during the event if the public road, street, or highway is open to traffic. Must obey all federal, state and local statutes and regulations.
9. If it is necessary to temporarily close and detour a County Trunk Highway in order to conduct the event, the event sponsor shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the event sponsors.
10. No trespassing on private property.
11. No defacing of public property, including pavement markings.
12. Immediately after completion of the event, the event sponsor shall be responsible for removing from the highway and highway right-of-ways any trash, signs, and/or other materials that may have been accumulated or used during the event.

**I certify that the information I have provided on this application is accurate and complete. I further certify that I have notified all other municipalities of this event as required by the permit process. I understand that this permit may be denied or revoked for providing false or incomplete information.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Reviewed by DC Highway		Reviewed by DC Sheriff	
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